

## CHECKLIST FOR ANALYTICAL DATA PACKAGES

SDMS Document ID

2040101

Only are  
requests  
on 10-Reviewed by: Kathy Leising  
Date Reviewed: 11/11/99Lab Job No.: 992428

Component	Present & Legible (check or mark NA)		Date Original or Legible Replacement Requested	Date Legible Copy Received	Comments
	Arsenic	Lead			
Signed cover page with Lab Name, Address & Contact Name	✓	✓			
Copies of nonconformance/corrective action forms, as applicable	NA				
Copies of sample receipt notices	missing				
Internal sample tracking documents	missing				
Page numbers provided in data package and all numbered pages are present	missing				I did number the pages and all are present
Copies of all chain-of-custody forms (See COC checklist)	✓				
Results for each parameter (arsenic, lead and digestion), including dilutions and reanalysis	✓				
Field ID (Customer sample ID)	✓				
EPA method name/number	✓				
Units of measure	✓				
Laboratory sample ID	✓				
Reporting limit (Practical Quantitation Limit)	✓				
Method Detection Limit	missing				
Date of analysis	✓				
Date/Time of sample receipt	✓				
Date/Time sampled	✓				
Dilution Factor	missing				
Matrix type	✓				
Laboratory technician's initials	✓				
Initial calibration verifications (1 per batch)	✓				
Continuing calibration verifications (1 per 10 samples)	✓				
Initial calibration blanks	✓				
Continuing calibration blanks	✓				

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Method blanks	✓				
Instrument blanks (may not be present and OK)					not present
Interference check samples (ISA/ISB)	✓				
Matrix spikes (1 per 20 investigative samples)	✓				
Post-digestion spikes (may not be present and OK)					not present
Method duplicate samples	missing				not present
Laboratory control samples (1 per 20 samples or 1 per batch)	missing				
Method of standard additions (GFAA only)	NA				
Serial dilution (1 per analysis batch)	✓				
<b>Other Data</b>					
Sequential measurement readout records for ICP for every investigative sample					missing raw data for lines 46-95 on Run Logs
Initial calibration (3 standards and a blank)	✓				
Sequential measurement readout records for ICP for :					
Initial calibration verifications (1 per batch)	✓				
Continuing calibration verifications (1 per 10 samples)	✓				
Initial calibration blanks	✓				
Continuing calibration blanks	✓				
Method blanks	✓				
Instrument blanks	✓				
Interference check samples (ISA/ISB)	✓				
Matrix spikes (1 per 20 investigative samples)	✓				
Post-digestion spikes					not present
Method duplicate samples	missing				
Laboratory control samples (1 per 20 samples or 1 per batch)	missing				
Method of standard additions (GFAA only)	NA				
Interelement Correction Factors	✓				
Serial dilution	✓				
<b>Other Data</b>					
Sample digestion and preparation logs	missing				
Instrument analysis logs for each instrument used	✓				
Standards preparation logs, including initial and final concentrations	missing				

## FIELD QC SAMPLE CHECKLIST

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[illegible]